

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
STAFF COUNSEL III (SPECIALIST)
JOB ANALYSIS REPORT

APPENDIX L: KSAPC Inventory

KSAPC Statements	
K1.	Extensive knowledge of legal principles and their applications to ensure that advice and recommendations, presentations, and negotiations are consistent with applicable laws, regulations and rules.
K2.	Extensive knowledge of legal research methods, to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.
K3.	Basic knowledge of California and federal law and procedure to ensure that work performed by litigation counsel is timely and appropriate.
K4.	Basic knowledge of California and federal law, and rules of evidence and procedure, to ensure that work performed by litigation counsel is protective of Departmental interests.
K5.	Comprehensive knowledge of administrative law to ensure client is receiving accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.
K6.	Extensive knowledge of legal terms and forms to ensure effective representation of clients and the Department.
K7.	Basic knowledge of statutory and case law, authorities, and literature to ensure accurate legal analysis and advice; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.
K8.	Basic knowledge of the California Style Manual to ensure correct presentation of written materials.
A1.	Analyze complex and difficult legal principles and precedents and apply them to difficult and complex legal and administrative problems to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.
A2.	Perform difficult and complex legal research to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.
A3.	Prepare and present statements of fact, law, and argument clearly and logically in written and oral form to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.
A4.	Draft complex and difficult opinions, pleadings, proposed rulings, regulations and legislation to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.
A5.	Negotiate and litigate effectively in crucial matters to reduce the Department's exposure to liability.
A6.	Work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others to effectively represent the Department's position and/or to bring clients to consensus.

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A7.	Work effectively under pressure to ensure the timely delivery of accurate advice, recommendations and/or representation that adequately protect the Department's interests and reduce risk.
PC 1.	Use tact to represent the Department's position and/or to bring clients to consensus.
PC 2.	Use assertiveness when appropriate to effectively represent the Department's position and/or to bring clients to consensus.
PC 3.	Demonstrate the highest standards of professionalism and ethical behavior when representing the Department.
PC 4.	Demonstrate a commitment to assume increasing responsibility.
PC 5.	Demonstrate a willingness to work as part of a team, but also independently when appropriate.
PC 6.	Demonstrate mature judgment and discretion.